

# Application Process

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## *Overview*

The purpose of the CHDO Works program is to strengthen state-certified Community Housing Development Organizations (CHDOs) so they can undertake new housing activities that are eligible to receive HOME Investment Partnerships Program (HOME) funds under the CHDO set-aside.

IHCDA is required under the HOME regulations to set-aside at least 15% of the annual allocation of HOME funds for CHDO-eligible activities. A CHDO-eligible activity includes transitional housing, permanent supportive housing, rental housing, and homebuyer, rehabilitation or new construction that is developed, owned, or sponsored by a state-certified CHDO.

This program is designed to:

- Provide reasonable supplemental operating funds to a CHDO with the purpose of expanding its ability to produce housing units. It is **not** intended to serve as the primary source of funding for the organization. The CHDO should demonstrate the ability to leverage other sources of funds for future operations and to grow into self-sufficiency.
- Increase the organizational capacity of the recipient so that they can develop a HOME CHDO-eligible activity, such as transitional housing, permanent supportive housing, rental housing, and homebuyer, within 24 months of receiving the award.
- Minimize duplication of effort of CHDOs throughout the state.
- Be flexible enough to respond to changing housing needs throughout the State of Indiana.

It is the expressed intent of the HOME program to build partnerships among private, public, and non-profit agencies. The most successful partnerships are those that include clear lines of communication, as well as a mutual understanding of the goals and objectives of the agency and/or activity.

## *Application Review*

Only one (1) application per applicant may be submitted per round. Applications are reviewed in a three-step process:

### Step One - Completeness

On or before the application deadline, the applicant must provide all required exhibits and attachments. Periodically, IHCDA staff will contact an applicant after an application deadline to request clarification of information contained in a pending application. These applications are not necessarily considered incomplete by IHCDA. However, if the Authority requests additional information from the applicant, all documents are due on or before the date provided by IHCDA staff.

### Step Two - Threshold

The application must meet each of the applicable threshold criteria.

### Step Three - Scoring

Applications that pass the completeness and threshold reviews are then scored according to IHCDA's published scoring criteria. **Applications failing to meet threshold will not be scored.**

IHCDA may allow additional information to be submitted for applications identified as being incomplete. Upon timely receipt of requested information, these applications may then be allowed to compete for funding. However, points will be subtracted from the applicant's final score.

### ***Funding Rounds***

**\*\*Note:** This is an anticipated schedule and is subject to.

#### **Round 1**

Application Due Date  
Award Announcements

August 1, 2006  
September 2006

#### **Round 2**

Application Due Date  
Award Announcements

December 1, 2006  
January 2007

### ***Application Submission***

The applicant must submit the following items to their Community Development Representative:

- Via email, CD-ROM, or diskette:
  - One completed copy of the final application forms
- Via hard copy:
  - All forms that require original signatures ([Exhibits .....](#))
  - All supporting documents required in the tabs

All attachments should be separated by lettered tabs. See the Application Table of Contents, with the application forms, for a list of the contents of each tab and order of submission. Number each page of your tabs. The application should be bound with an appropriately sized binder clip and have the Application Cover Page as the cover.

Applicant is responsible for insuring that these items are received in the IHCDCA office no later than 5:00 p.m. Indianapolis time on or before the due date. Applications received after the deadline will not be scored. Faxed or e-mailed applications will not be accepted.

All applicants must retain a copy of this application package. Applicants that receive funding will be bound by the information contained herein.

Via hard copy should be submitted to the following address:

**Attn: CHDO Works**  
**Indiana Housing and Community Development Authority**  
**30 South Meridian Street, Suite 1000**  
**Indianapolis, IN 46204**

IHCDA's offices are located on the tenth floor of 30 South Meridian Street. A map showing IHCDA's location is available in the Appendices.

### ***Technical Assistance and Site Visit***

Applicants are encouraged to contact their IHCDA Community Development Representative upon determining that they may be interested in applying for operating assistance. Upon request, IHCDA staff will provide technical assistance to CHDOs anticipating to apply for IHCDA funding.

### **Implementation Visit**

Following the award date for each funding round, an IHCD Community Development Representative will conduct an implementation visit for all CHDO Works award recipients. The implementation visit will vary based on the level of training needed but will include information regarding regulatory requirements, required record keeping, and forms and reports that must be submitted to IHCD.

### ***CHDO Works Implementation Manual***

This manual has been designed and written to assist in the implementation of housing programs receiving HOME Investment Partnerships Program (HOME) funds awarded by IHCD. The procedures documented in this manual address the required record keeping systems, reporting requirements, award monitoring, and modification procedures in addition to specific program requirements, regulations and definitions. If you would like a copy prior to receiving an award, you may download a copy from [IHCD's website](#).

### ***Request for Copies of Past Applications***

Anyone wishing to obtain a copy of the application forms submitted by another funded applicant may submit a written request to IHCD along with payment for copying and postage. For additional information or an estimate of the cost see [IHCD's website](#) or contact an IHCD Community Development Representative at (800) 872-0371.

### ***Suspension Policy***

IHCD will hold all responsible parties, recipients, subrecipients and administrators, accountable for award performance. IHCD may suspend or disbar individual persons as well as organizations from participation in IHCD funding programs.

IHCD will suspend entities for:

- Serving ineligible clients (e.g. not having a diagnosis of HIV or AIDS, over-income, non-Indiana residents, etc.);
- Committing illegal or fraudulent activities; and
- Utilizing award funds on ineligible activities